

BAGUIO MILITARY INSTITUTE, INC.
Irisan Heights, Baguio City

February 11, 1959

Gen. Basilio Maliby

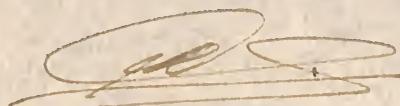
NOTICE OF SPECIAL STOCKHOLDERS MEETING

In accordance with Section 2 Article 3 of the By-Laws of the Baguio Military Institute, Inc. NOTICE IS HEREBY GIVEN that a Special Meeting of Stockholders of the said Corporation will be held at the Principal Office of the Corporation at BMI, Irisan Heights, Baguio City on Saturday, February 21, 1959 at 4 P.M. for the following purposes:

1. To approve changes in the B.M.I. By-Laws as recommended by the Board of Trustees at their regular meeting January 26th., 1959.

In case you cannot be personally present, please fill out, detach and return the portion below immediately! If you desire to appoint someone other than the Chairman and/or the Secretary, kindly insert the name of the person you desire to appoint and who can come on the date of the stated meeting.

Enclosed please find copy of new By-Laws for your perusal!



JENS FENSTAD
Secretary
Board of Trustees, BMI

(Date)

The Chairman, Board of Trustees
Baguio Military Institute, Inc.
Irisan Heights, Baguio City

Dear Sir:

In connection with the Special Meeting of all stockholders of the Baguio Military Institute, Inc., I regret to inform you that I may not be present at said meeting on Feb. 21. For the purpose of approving changes in the B.M.I. By-Laws as recommended by the Board of Trustees at their regular meeting January 26th., 1959, I have the honor to constitute and appoint M. _____ as my true and lawful proxy to place and to vote for all elective officials of the Board of Trustees.

Said proxy shall have all the powers entitled to vote if I should personally be present.

(Name & Signature)

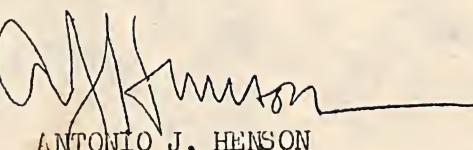
HEADQUARTERS
BAGUIO MILITARY INSTITUTE
Irisan, Baguio

1 June 1958

SUBJECT: BMI Regulations

TO: All Cadets

1. Subject regulations are published for the information, guidance and compliance of all concerned.
2. Students shall be held responsible for compliance with directives and procedures outlined herein.
3. Questions and/or suggestions concerning any of the contents of this pamphlet should be made in writing to the Superintendent thru the Head, Department of Tactics.
4. All directives issued previously by this School that are in conflict with these regulations, are hereby rescinded.



ANTONIO J. HENSON
Lt Col, Inf (PA)
Actg Superintendent

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GENERAL

DISCIPLINE

1.01 Cadets of the Baguio Military Institute are not subject to the Military Laws of the Philippines. The conduct of a cadet shall be bound by the rules and regulations (Manual of Information) of the Bureau of Private Schools, Reserve Officer Training Corps (ROTC) Rules and Regulations, the by-laws of the BMI Corporation, the civil laws of the Philippines and such other rules and regulations that the Superintendent and the Commandant of Cadets shall promulgate.

1.02 Intoxicating Liquors and Narcotics - Cadets who shall drink, take or be found under the influence of intoxicating liquor or narcotics, or cause the same to be brought within the Cadet Limits, or have the same in their rooms or in their possession, shall be dismissed from the school or less severely punished.

1.03 Ungentlemanly Conduct - Cadets are not only required to abstain from all vicious, immoral, or irregular conduct, but it is enjoined upon them to conduct themselves upon every occasion with the propriety and decorum which characterizes the society of gentlemen. Any cadet who shall be guilty of conduct unbecoming a cadet and a gentleman shall be dismissed from the school or otherwise less severely punished.

1.04. False Statement - Any cadet who shall knowingly or willfully make any false statement, or cause the same to be made shall be dismissed from the school or otherwise less severely punished.

1.05 Disorders and Neglects - All disorders and neglect to the prejudice of good order and discipline that will bring discredit to the BMI shall be dealt with accordingly.

1.06 Hazing, participating in, encouraging, or countenancing -

Sec I a. Hazing defined - Hazing is defined as any unauthorized assumption of authority by one cadet over another cadet whereby the latter shall or may suffer or be exposed to suffer any cruelty, indignity, humiliation, hardship or oppression or the deprivation or abridgement of any right, privilege, or advantage to which he shall be legally entitled.

b. Encouraging hazing defined - Encouraging hazing is defined as any act done or word spoken which directly or indirectly results to hazing or inclines another to haze, and any indication or approval when hazing is in process.

c. Countenancing hazing defined - Countenancing hazing is defined as the act of being present during hazing and while in a position to do so, or failing to make an honest effort to induce the guilty parties to desist therefrom.

Sec II a. Physical hazing (boxing, kicking, socking, slapping, beating etc) is absolutely prohibited. Upperclass cadets must not require any new cadet to perform things or acts which might impair their health.

b. If any cadet is charged with hazing, participating in, encouraging, or countenancing the practice of hazing, and if upon investigation, the Superintendent (B.M.I.) is convinced that the cadet is guilty as charged, he may recommend the punishment of either suspension or dismissal from the school subject to the approval of the Board of Trustees. If as a result, the victim or victims shall be hospitalized or shall be incapacitated to perform his normal duties, the penalty to be imposed shall be dismissal and in addition, a criminal case may be filed in a civil court against the erring cadet.

1.07 Tackling defined - Tackling is defined as the privilege given to upperclass cadets (by virtue of their residence at the B.M.I.) to make corrections or take instant remedial measures to correct the defects of new cadets. It is enjoined upon all upperclass cadets to refrain from tackling their own classmates and new cadets of higher academic attainment. However, if an upperclass cadet observes any new cadet flagrantly violating regulations or breaches of discipline (whom he cannot tackle) he must immediately report the matter to any cadet officer, Officer in Charge, or to any Tactical Officer.

1.08 Gambling - Cadets shall not gamble.

1.09 Absence at Night - Cadets who shall absent themselves from quarters between taps and reveille for a period longer than half an hour on any one occasion without proper authority, shall be dismissed from the school or otherwise less severely punished. Cadets shall not sleep in a room other than his.

1.10 Passing Cadet Limits - Any cadet who shall go beyond cadet limits without leave shall be dealt with accordingly.

1.11 Combination Among Cadets - All combinations or joint action among cadets for the purpose of violating or evading any regulation, orders, or instructions issued by a competent authority, or for the purpose of expressing disapprobation or censure of any person in the B.M.I. shall be dealt with accordingly.

1.12 Reparations of Wrong - If a cadet shall consider himself wronged by another cadet, or by an officer of the school, he may complain to the Commandant of Cadets, who shall take such action as he deems advisable. Should the complaining party be refused redress, he may appeal to the Board of Trustees through the Superintendent, B.M.I.

PUBLIC RELATIONS

1.16 Periodicals, Information - a. A cadet who writes stories or articles for publication will submit to the Commandant of Cadets a request to publish such stories or articles. In each case the request will be accompanied by a copy of the manuscript. Same will be forwarded to the Superintendent for such action as deemed recommended.

b. Cadets will not give out for publication any information about transactions at the B.M.I. News queries will be referred to the Superintendent.

1.17 Debts or Commercial Transactions - a. Agents and salesmen may canvas, exhibit, or sell their articles to cadets by permission of the Superintendent only, and on places specifically designated for their use. No person may take advantage of permission to visit a cadet in barracks for the purpose of carrying on commercial transactions.

b. Cadets are prohibited from acting as agents for commercial houses or insurance companies, and from soliciting orders of any kind.

c. Cadets shall not contract any debts without the permission of the Superintendent. All authorized debts shall be paid by the treasurer, BMI. Cadets shall not enter into any business transactions with entities in or outside of the School without specific authority.

1 - RESIDENCE

1.18 Address of Parents - Each cadet will submit in duplicate a report of every change in the address of his parents or guardians. This report will be submitted immediately upon learning of a change in address. Cadets may not change their own address except as a result of the actual change of residence of their parents or guardians.

2 - DISCHARGE OR SEPARATION

2.01 The following are causes for discharge or separation from the Baguio Military Institute:

- a. Deficiency in conduct
- b. Undesirable habits, traits or character
- c. Drinking, taking, bringing or under the influence of intoxicating liquor or narcotics
- d. Ungentlemanly conduct
- e. Making false statement
- f. Participating, countenancing, or encouraging hazing
- g. Disorders
- h. Unauthorized absence for one (1) month
- i. Absence between taps and reveille for more than thirty (30) minutes
- j. Physical disability

2.02 Clearance - A cadet leaving the school either permanently or for a considerable period of time whether by discharge, resignation, dismissal, suspension, hospitalization, or sick leave, will report to his Tactical Officer for instructions regarding his clearance.

3 - ORGANIZATION AND COMMAND ORGANIZATION

3.01 Cadet Corps Baguio Military Institute (CCBMI) - The Cadet Corps will be organized as the Commandant of Cadets may direct.

3.02 Assignment to Companies - Every cadet, regardless of his rank, will be assigned to a company for quarters and administration.

3.03 Commandant of Cadets - The Commandant of Cadets shall command the Cadet Corps, and is charged with its military instructions and discipline.

3.04 Tactical Officers - All officers under the Commandant of Cadets shall be referred to as Tactical Officers. Tactical Officers assigned by the Commandant of Cadets to supervise cadet companies will be referred to as Company Tactical Officers.

3.05 Cadets - a. General - For training purposes the Cadet Units, under the direct supervision of the Company Tactical Officers, shall be commanded by cadet officers and cadet non-commissioned officers appointed by the Superintendent upon the recommendation of the Commandant of Cadets. The chain of command is also found in the Mess Hall, area and table command jurisdictions. The responsibility for the proper administration of the Cadet Company rests with the cadet chain of command.

b. Regular or acting cadet officers and non-commissioned officers will be responsible for maintaining discipline, for instructing those placed under their control, and for setting a soldiery example at all times. All cadets, however, will exercise their influence to maintain the discipline, standards and traditions of the Cadet Corps, BMII.

c. In any situation, including groups not in formation, responsibility of command and maintenance of order, discipline, proper behavior and general decorum, will rest with the senior cadet present. It will be lessened in the presence of another cadet (such as a member of the guard) who has concurrent and official authority at the moment.

d. Whenever a cadet, who would normally be in command in a situation, is to be absent, he will notify the next in rank. Acting cadet officers and non-commissioned officers will have the authority and responsibilities of the position they are temporarily filling.

3.06 Seniority - a. Except in academic sections, seniority will be determined first, by order of military rank in the Cadet Corps and secondly, by alphabetical order among the privates of each class beginning with the highest class.

b. In the academic sections, seniority will be determined by the order in which names appear on the "Weekly Report of Grades". Section Marchers will be held responsible for the conduct of their sections.

3.07 Giving orders - a. Regular or acting cadet officers and non-commissioned officers have the authority to give authorized orders at any time to any junior cadet in class or in military rank, unless the cadet is removed from their control by some special conditions.

b. Unless acting in an official capacity, cadet privates may not give orders to other privates. However, upperclass privates may correct lower class privates.

c. Cadets who are detailed to special duties such as Guard, Cadet in Charge of Quarters, Section Marchers, Floor Inspectors, etc. or who by virtue of seniority become vested with specific responsibilities, may give any cadet such orders as are necessitated by their duties or responsibilities.

d. Personal orders never tolerated.

4 - DELINQUENCIES, DEMERITS AND PUNISHMENTS

4.01 Definition - Any cadet who, through design, neglect, carelessness, or failure to perform a duty, violates regulations, commits acts to the prejudice of good order and military discipline or fails to measure up to the

standards of a cadet and a gentleman, will be adjudged to have committed a delinquency. Delinquencies will be punished according to the directives issued by the Commandant of Cadets and approved by the Superintendent. The total number of demerits awarded during a demerit period determines a cadet's standing in Conduct for that period.

4.02 Classification of Delinquencies - a. Class I (Minimum: 7 demerits, 8 punishment tours, and 3 weekend confinement. Offenses for which awards will be made by the Commandant are subject to the approval of the Superintendent. Such offenses include:

- a. Deliberate neglect of or absence from a prescribed duty
- b. Improper conduct reflecting on character
- c. Improper conduct reflecting discredit on the Corps
- d. Insubordination
- e. Intentional violation of limits
- f. Use or traffic of Liquor
- g. Destroying, wasting, or damaging school property of any kind (intentional)
- h. Gambling
- i. Other serious Offenses

Awards made in Class I will be known as "Superintendents Awards". Punishments during demerit periods awarded for offenses of this class will be doubled for a second offense (regardless of nature), tripled for a third offense, etc, cumulative throughout a cadet's stay at the Institute. Maximum punishment: Expulsion from BMI.

b. Class II (Minimum: 3 demerits, 4 punishment tours and 2 weekend confinement. Maximum: 15 demerits, 21 punishment tours and 1 month confinement during demerit periods.) Offenses of this nature will be made by the Commandant of Cadets. Such Offenses include:

- a. Failure to obey orders, instructions, or regulations not amounting to insubordination
- b. Derelictions that tend to incite unfavorable comment regarding discipline
- c. Indifference of any kind
- d. Consistent failure to maintain Corps standards of neatness and deportment
- e. Discourtesy or ill manners
- f. Responsible cadet, failing to maintain order and discipline
- g. Careless performance of duty
- h. Destroying, wasting, or damaging school property through neglect or carelessness

Awards in Class II will be known as "Commandants Awards".

c. Class III (Minimum: 1 to 4 demerits, curtailment of one weekend privilege. Offenses of a lesser nature for which awards will be made by the Company Tactical Officers. Such offenses include:

- a. Possession of unauthorized articles
- b. Failing to comply with general instructions or published memoranda (unintentional)

- c. Lesser intentional offenses
- d. Rusty, missing, dirty, or torn articles of any kind
- e. Violations of uniform regulations
- f. Violations of prescribed standing classroom instructions
- g. Unintentional violation of limits
- h. General inattention

Awards in Class III will be known as "Tactical Officers Awards"

Reports

4.03 a. A cadet may be reported for committing any delinquency. Reports may be submitted any time by any officer or civilian instructor or cadet against any cadet, his military junior; except that rank does not enter into cases involving honor, character, hazing or when the reporting cadet is acting in an official capacity.

b. A cadet who has been reported by another cadet for any delinquency shall hold no discussion of the matter with the cadet who reported him unless specifically permitted by the Company Tactical Officer or any higher authority. A cadet having reported another shall likewise hold no discussion of the matter with the cadet reported unless with similar permission.

4.04 Form for Reporting Delinquencies - Reports will be entered against a cadet on the prescribed BMI Form, in two copies. Both the original (white) and duplicate (yellow) copies will be forwarded to the Cadet Guard Room.

4.05 Explanation of Reports - a. Explanation of reports on the duplicate (yellow) copy of the prescribed BMI Form will consist of a straight-forward, clear and complete summary of the facts connected with each offense or with the intention of the cadet, such as may be necessary to a full understanding of the case. It will not contain argument, equivocation, criticism, complaint, opinion, or irrelevant remarks. If the explanation places responsibility on another cadet, he will be named. Should a report be in error, or in any way not convey the complete facts in the case, the cadet concerned should consider it a moral obligation and responsibility to explain the report fully in order that any error may be rectified or the responsibility placed where it rightfully belongs.

b. In all reports for failure or neglect to prepare lessons, explanations will be required which shall account, in detail, for the study time of the 24-hours preceding the recitation for which the cadet was reported.

c. All explanations of reports will be turned over by the cadet, properly filled out, by dropping them in the Delinquency Box provided for this purpose in the Cadet Guard Room. These explanation of reports should be submitted not more than 24 hours after receipt of the yellow copy. Reports turned in after such time will be awarded immediately without benefit of explanation.

DEMERITS

4.06 Demerits Defined - Demerits are not punishments but are marks in conduct.

4.07 Demerit Allowances - For the purpose of computation of the demerit allowances of cadets, the following will be made the basis in determining their total allowances for every demerit period of fifteen days.

4.08 Grading in Conduct - The system of monthly grading in conduct shall be based on the following table:

	A	B	C	D
COLLEGE Upperclass Cadets	Demerits 0 - 3	Demerits 4 - 9	Demerits 10 - 16	Demerits
COLLEGE New Cadets	0 - 4	5 - 12	13 - 26	FOR EVERY
HIGH SCHOOL Upperclass Cadets	0 - 5	6 - 12	13 - 20	EXCESS DEMERIT
HIGH SCHOOL New Cadets (2nd-4th)	0 - 6	7 - 19	20 - 32	AND SPECIAL
HIGH SCHOOL First Year Cadets	0 - 9	10 - 21	22 - 36	AWARDS

4.09 Excess Demerits - a. Receipts of demerit in excess of a fixed demerit period allowances (Refer to par 4.07) is a basis of punishment. Punishments awarded for excess demerits will be served by punishment tours, one hour for every two excess demerits.

b. Demerits received as a result of Superintendent or Commandant's Awards will not be included in determining excess demerits.

c. Cadets shall be given the benefit of fractions in computing allowance of demerits.

d. The Commandant of Cadets may direct a periodic computation of demerits of cadets, once before the end of each semester, to be based on par 4.07. Cadets who are exceeding their total allowances at this computation will be reported to a board of officers formed by the Commandant of Cadets for this purpose, to be counted against the cadet concerned as a Deficiency in Conduct. The said Board shall act upon every cadet who has exceeded his total demerit allowance. Demerits in excess of the total allowance may constitute a basis for dismissal from the school.

e. The investigating board will submit the corresponding results of their probe to the Commandant of Cadets on all cases involving Excess Demerits, together with their findings and recommendations.

f. Demerits acquired from Special Awards should be included in this periodic computation. Demerit allowances for Cadets may be increased or decreased proportionately as the Superintendent may direct.

4.10 Record of Demerit Awards - a. All records of demerit awards of cadets will be filed in their respective 201 files.

b. Parents of Cadets concerned will be furnished with a copy of serious delinquencies together with their corresponding awards.

4.11 Reconsideration of Awards - If a cadet believes the award for any offense to be incorrect or unfair, he may submit in writing a request for reconsideration of the award. Each request will be addressed to the Commandant of Cadets and will follow the accepted military form of correspondence. The cadet will state the offense, the date of the award, the award and the reasons for request. Such request will, except for cogent reasons, be submitted with the approval of the Department of Tactics to the Commandant of Cadets as soon as possible. If such requests are unduly lengthy or complicated, the cadet concerned may request consultation with any Tactical Officer. Late requests will be disapproved unless in the opinion of the Commandant of Cadets the reason for the delay justifies special consideration. If the award for an offense is changed as a result of the request for reconsideration, the cadet concerned will be notified.

PUNISHMENTS

4.12 Definition - Any award, other than demerits, conferred for delinquencies are termed punishments. A punishment may consist of reduction of ranks, walking the area, or confinement to a cadet's own room.

4.13 Punishment Tours - The following procedure in conducting Punishment Tours should be strictly observed:

a. The Punishment List will be published in the Bulletin Board prior to the period that punishment are to be served.

b. The Cadet in Charge of Quarters will form the punishment squad in line at the punishment area designated and will render the report to the Officer of the Day. He should account for all absenteess.

c. The Cadet in Charge of Quarters will immediately inform all cadets who will serve punishment tours.

d. The uniform and time for walking tours will be prescribed. No cadet will be allowed to tour at any time he pleases unless with the authority from the Commandant of Cadets or in the latter's absence, from the Officer in Charge.

e. A five-minute break is given every thirty (30) minutes of "touring" to allow the cadets to attend to their personal necessities.

f. Punishment tours will be conducted on the parade ground, or in case of inclement weather, at the gymnasium. Cadets not serving punishment tours are "off-limits" to the area of punishment.

g. All members of the guard can report any cadet serving punishment tours improperly.

h. Members of the Guard while on guard duty will not serve punishment tours.

i. Cadet commissioned and non-commissioned officers will not serve punishment tours.

4.14 Restricted Limits - "Restricted Limits" include the barracks, club rooms, areas of barracks, cadet store, gymnasium and outdoor areas for exercise for not more than two hours, the Post Library for reading and study only, and such other places for official visit when permission has been granted by the Officer in Charge. The cadet involved will be subject to inspection at any time and must account for absences by properly marking his absence card, and by signing out in the Cadet Departure Book.

4.15 Company Punishment - Company punishment may be served daily as directed by the Company Tactical Officer. Such punishments will not be entered as a delinquency report on a cadets record. Punishment as listed below, singly or in combination, up to the maximum which may be served in one week, may be awarded for offenses other than those described in subsequent pertinent paragraphs:

- a. Admonition
- b. Reprimand
- c. Deprivation of one or more privileges, including cancellation of leave
- d. Restriction to prescribed limits
- e. Barracks fatigue on personal property or equipment, living space and space used in common with other cadets

4.16 General - a. Other duties will take precedence over the serving of punishments unless specifically excepted.

b. Punishment Tours will be effected as soon as posted on the Bulletin Board.

c. Cadets with punishment to serve, unless specifically exempted, will serve all of the punishment meted out to them.

d. Cadets having punishment tours to serve, who are deficient in Academics may request for confinements in lieu of touring. Requests will be submitted in writing to the Commandant of Cadets through his Company Tactical Officer, for action. Subject cadet will be required to study while punishment tours are in effect.

e. Punishments will be suspended as the Superintendent may direct.

f. A cadet may not serve any punishment while he is in sick confinement, or when excused by the School Physician.

g. Cadets required to serve punishments, who desire to attend extra instructions, will not serve punishment on that day. This does not relieve cadets undergoing punishments for very serious offenses from observing restricted limits.

MERITS

4.17 General - a. For excellent performance of duty, cleanliness of quarters, best appearance, obedience to orders, good conduct and other commendable actions, cadets may be awarded merits at the discretion of the Commandant of Cadets.

b. All merits earned by cadets may be utilized by them to cover up for their demerits acquired during any demerit period. However, unused merits cannot be utilized as a deposit to cover up future demerits but may be included in the over-all computation for grades in conduct. Two merits earned is equivalent to one punishment tour served for excess demerits; four merits earned is equivalent to one punishment tour served for special awards.

4.18 Dismissal, Suspension, and Loss of Leave - For very serious offenses the Superintendent may direct the dismissal, suspension, or forfeiture of vacation, or Christmas leave of a cadet, subject to the approval of the Board of Trustees. Special orders covering this procedure will be issued when necessary.

5 - LOST PROPERTY

5.01 Anyone who finds a lost property will turn it over to the owner or to any member of the Cadet Guard. The Cadet Officer of the Day, from time to time, will have the list of articles found published in the company bulletin board. Any property so published and not claimed within one month from the first publication in the bulletin board, will be turned over to the Supply Officer, B.M.I. for proper disposition, getting a receipt therefrom for file and future reference.

5.02 A cadet who has had property missing for several days may forward a report to his Tactical Officer. The Tactical Officer concerned will, if he considers it advisable, have an inspection in his company instead of asking for an "All Is Well".

5.03 An "All Is Well" request for lost property, if approved by the Commandant of Cadets, will be asked of all cadets. Prior publication of an approved "All Is Well" should be made to enable cadets to check carefully all properties in their possession.

5.04 All communications concerning lost property will include a description of the article, the markings, if any, time and date when lost, if known, and the place where it is believed to have been lost.

5.05 Lost and found articles belonging to guests at socials, outings or picnics, will be turned over to the Officer of the Day. Publications of such items found will also be published on the bulletin boards. The Cadet Officer of the Day will note therefrom the full name of the cadet claiming the article, or if a civilian, his or her full name and address.

6 - SCHOOL PROPERTY

6.01 A cadet will be pecuniarily responsible for all school property for which he signs and will not be relieved of this responsibility until his receipt is returned to him or a Turn-in-Slip duly signed by the officer from whom he received the property, is given.

6.02 All damages or destruction of school property which are not the result of fair wear-and-tear will be charged against the responsible cadet.

6.03 Cadets will not mark school properties unless so directed. They will not take any school property from the Barracks except when authorized. They will neither lend or exchange such articles without permission from his Tactical Officer.

6.04 Cadets will not use emery cloth, sand paper or other abrasives on their rifles, nor alter them by cutting, filing, scraping, or varnishing any part of them without the permission of their Tactical Officer.

6.05 School property which are rendered unserviceable through fair wear-and-tear should be turned over to the Supply Officer, BNI for replacement.

7 - OFFICIAL COMMUNICATIONS

7.01 a. All official communications by cadets shall be submitted either written in ink and in printed form or typewritten. The letter shall conform to the sample letter shown herewith.

b. Cadets will transmit official communications through channels. All letters originating from a cadet and intended for higher authority shall be forwarded through his Company Tactical Officer. Except as elsewhere specified, all communications requiring action by the Commandant of Cadets or a lower echelon of command will be submitted in duplicate, and to higher authority in triplicate.

c. In the first paragraph of any communication, cadets will refer to the order or regulations pertinent to the subject of the communication.

d. Except in reference to orders and regulations, abbreviations may not be used in the body of the communication.

e. When a cadet signs a letter in the performance of official duties, as the case of a Cadet in Charge of Quarters, he will place his title or official designation in block style in line below his rank and class as follows:

JUAN DE LA CRUZ
Cdt Cpl, 4th Yr HS/College
Cadet in Charge of Quarters

f. When a letter is only one paragraph long, the paragraph is not numbered. When more than one page is needed, plain paper will be used and all pages numbered starting with page (2).

g. Sample Military Letter:

HEADQUARTERS
BAGUIO MILITARY INSTITUTE
Irisan, Baguio

GCL/chm/ 319

AD 106.36

10 June 1958

SUBJECT: Military Letter

THRU: The Commandant of Cadets

TO: Cadet Juan de la Cruz

1. The military letter is used for communication with other military, naval, and air personnel and between activities of major services and other units of the AFP and by cadets for the intentions of their higher authorities in BMI.

2. Margins are 1 1/4 inches (15 spaces-elite type) on the left side and 3/4 inch (9 spaces) on the right side. The margin is kept even as possible. When no printed letterhead is available, the top margin of the typed letterhead is approximately 3/4 inch (5 spaces) from the top of the paper. On the second and succeeding pages, the top margin is approximately 1 1/4 inches (7 spaces). At the bottom, the margin is not less than 1 1/4 inches (about 7 spaces).

3. Single spacing with a double space between paragraph is usually the practice. If the letter is less than nine lines and neither reply nor further action is anticipated, it may be double spaced.

4. Only one side of a sheet of paper is used. The office symbol of preparation is typed on the upper corner as shown on this sample, and the list of inclosures typed on the left signing the communication. The complimentary close is never used.

BY ORDER OF LIEUTENANT COLONEL HENSON:

CONRAD F FORONDA
2nd Lt, (BMI) Inf
Adjutant

1 Incl

Sample of Mil Ltr

8 - BARRACKS

8.01 Assignment of Rooms - a. Except when otherwise authorized in individual cases, all cadets will be assigned to rooms within their own company area.

b. Subject to the approval of their respective Company Tactical Officers, Cadet Company Commanders will make all room assignments within their companies.

c. Company Commanders and their staff will be assigned rooms in the company area of the barracks.

8.02 Bath - Cadets may bathe anytime between reveille and First-Call for breakfast; anytime after authorized or scheduled athletics, and anytime during release from quarters.

8.03 Inspections - Rooms will be subject to inspection at all times.

8.04 Authorized Articles - a. Cadets may keep in their possession only such articles as are issued or specifically authorized.

b. Firearms - Firearms and ammunition which come into the possession of cadet from sources other than issue will be turned in immediately to the Company Tactical Officer, who will arrange for proper disposal with the Security Officer, BMI.

c. Firearms and Deadly Weapons - No cadet should have in his possession any firearms or deadly weapons such as pistols, revolvers, knives etc. Such weapons will be turned in immediately to the Company Tactical Officer who shall in turn deposit it with the Security Officer, BMI.

8.05 Ventilation - a. Rooms will be kept well ventilated when occupied. Windows should be left open during day and night except during inclement weather.

b. When all occupants of a room are absent from school, or in the hospital, the room will be left in order, the windows closed and the doors locked.

8.06 Lights - a. Cadets are authorized lights until Taps.

b. On evenings of general entertainment or when Saturday evening privileges are in effect, lights are authorized until thirty minutes after Taps.

c. All lights in Barracks, except those in the sinks, bulletin boards, orderly rooms, and in rooms duly authorized to have late lights will be turned off by the Cadet in Charge of Quarters or the Cadet Officer of the Day after Taps Inspection.

8.07 Late Lights - a. The Company Commander and his staff, the First Sergeant, the Floor Inspector and the members of the School Publication Staff (when using the staff room) are authorized late lights 30 minutes after Taps.

b. Late lights up to 2300H will be granted automatically to cadets scheduled to take any kind of examination the following day.

c. Deficient cadets may apply for late lights on the prescribed BMI form. Lacking this, they may apply verbally to their Company Officers who will transmit same.

d. Cadets on Duty as Guards may turn in their lights in their rooms after Taps. After the termination of their duty, they may keep their lights on to prepare their bunks.

8.08 Visitors in Barracks - a. Except for the following individuals, anyone desiring to enter barracks must obtain a written authority from the Officer in Charge:

Superintendent and members of his Staff
Members of the Board of Trustees
Tactical Officers
Barracks Janitors

b. With written permission of the Officer in Charge, cadets may take male visitors (other than solicitors and tutors) into barracks during release from quarters and when Saturday evening privileges are in effect, until Tattoo.

c. Individuals performing authorized repair work or inspections must secure a signed pass from the Post Service Officer which will be presented to the Officer in Charge or to the senior member of the Cadet Guard present.

d. Women may be taken in barracks only during "Open House"

e. No authorized visitors, except those cadets of similar Military and Naval Academies of other countries and ROTC cadets, may spend the night in barracks. Request for permission to have visitors overnight will be referred to the Commandant of Cadets and will include the following information: the name or names of the visitors and official status, inclusive dates of visit, and the rooms in which visitors will sleep.

f. Visitors may not loiter to watch the punishment squad; they may not loiter in the entrances of the barracks, Cadets are responsible that their visitors follow these regulations.

g. No cadet may entertain a visitor who had been a former cadet dismissed from the BMI for misconduct or who has resigned for the good of the school, unless such visitor has a written permission from the Superintendent to visit the school.

8.09 Beds - a. All beds except those belonging to the Officer in Charge and regular members of the guard shall be fixed for sleeping before Taps Inspection.

b. During evenings of social entertainment, or when Saturday evening privileges are in effect, cadets taking advantage of any privilege will fix their beds ten (10) minutes after they have signed in.

8.10 Taps - a. All cadets except those authorized late lights, and other cadets inside the room not specifically authorized late lights but who are taking advantage of the privilege, should be in bed during Taps Inspections.

b. After Taps - Unless in cases of emergency, cadets may not leave their rooms except to attend to the call of nature only.

9 - MESS HALL

9.01 Division into Areas - The Company Commander will divide the Mess Hall into Platoon areas and assigned the necessary number of tables to each.

9.02 Designation of Tables - a. A table at the center will be designated as the "Staff Table".

b. Tables designated to Athletic Squads during actual competitions will be referred to as "Athletic Squad Tables". A "diet table" for cadets below the weight limit will also be designated.

9.03 Assignment of Seats - a. Cadet Company Commanders and Captains of Athletic Squads will be responsible for assigning seats to cadets under them. No cadet may change his seat without proper authority.

b. Unless specially authorized to sit elsewhere, all cadets will sit in their platoon areas.

9.04 Responsibility of Cadet Officers - a. Cadet Officers will be especially responsible with maintenance of good order and the enforcement of the regulations within the areas in which seated.

b. In each case the senior cadet, other than the Company Commander present, will be in charge.

c. Mess hall area commanders will remain in their respective areas until the last cadet has departed therefrom. They will be responsible that Table Commandants in their area will carry out their assigned duties.

9.05 Table Commandants - a. The senior cadet present at any table at any time will be the Commandant thereof except athletic squad tables wherein seniority by designation will prevail.

b. The Table Commandant will always sit at the head of the table, except that when the regular Table Commandant leaves the table temporarily, or for the remainder of the meal, he may designate a cadet to act as Table Commandant during his absence. Table Commandants will not relinquish their seats to visitors. Visitors will normally sit to the right of the Table Commandant.

c. Each Table Commandant will be responsible for gentlemanly and orderly conduct and the observance of mess etiquette at his table.

d. He will see to it that all New Cadets eat their food without physical restraint, maintaining the position and attitude at the table as prescribed in the New Cadet Customs.

9.06 Mess Damages - Cadets will be charged for mess equipment which they lose or damage. The Table Commandant will notify the Officer in Charge of the loss, damage, or breakage of any mess equipment. He will in turn require the cadet to sign a voucher.

9.07 Entering the Mess Hall - a. All units will enter the Mess Hall as prescribed by memoranda.

b. Cadets excused from marching in formation will precede the Corps to the Mess Hall but may not enter until the Corps is about to enter.

c. All cadets (except Company Commanders and Cadet Guards) will remove their caps on entering the Mess Hall, proceed directly to their seats and stand at attention until the command of "Take Seats" is given. No unnecessary noise must be made upon entering the Mess Hall. Raincoats if worn, will be taken off after "Take Seats" is given.

9.08 Time Allowed for Meals - From the time the command of "Take Seats" is given, twenty-five (25) minutes will be allowed for breakfast; thirty (30) minutes for lunch and dinner. The Officer in Charge may vary the time when necessary.

9.09 Leaving the Mess Hall - a. No cadet may leave before the publication of orders and no cadet may leave individually without proper authority.

b. After "Company Rise" is given, no cadet (except those specifically authorized) will put on their headgear when leaving the Mess Hall. Headgear may be worn only when outside of the Mess Hall.

c. Any cadet leaving the Mess Hall individually before the dismissal from meals, will report "All Is Well, Sir" to the Mess Hall Corporal on duty near the door.

d. Only First Sergeants, Supply Sergeants and other cadets specifically authorized by the Officer in Charge may leave the Mess Hall individually.

9.10 Leaving the Mess Hall (Corps) - a. Immediately prior to the termination of the meal, the Company Commander will inspect the entire Mess Hall. Area Commanders will rise with the Company Commander and remain in their areas until the last cadet has departed therefrom.

b. Cadets will cease eating at the command, "Attention", and leave the Mess Hall individually at the command, "Rise".

9.11 Visiting - Cadets may "visit" other cadets in the Mess Hall only with specific authority from the Officer In Charge.

9.12 Complaints - All complaints concerning the cadet mess will be made to the Officer in Charge. Whenever an article of food is considered unfit for consumption, the Table Commandant will take it at once to the Officer in Charge after asking the permission from the Company Commander. Complaints will not be made to the waiter.

9.13 Behavior Inside the Mess Hall - a. Cadets will not throw or toss any article in the Mess Hall.

b. They may not make any unnecessary noise.

c. Cadets while in the Mess Hall shall at all times conduct themselves in a gentlemanly and orderly manner, and shall observe correct mess etiquette.

9.14 Reading Matter - Reading matters except official papers will not be taken into the Mess Hall.

9.15 Bringing and Removing Articles - Cadets will not bring or remove any article of food or mess equipment from the Mess Hall without proper authority.

9.16 Visitors - a. The Officer in Charge will authorize cadets to take adult male friends to meals as follows:

1. Visiting Alumni of the Baguio Military Institute, Officers and cadets of other Military Schools - Any Meal

2. Other guests (Members of immediate families of cadets): Dinner on free evenings; lunch on Sundays and Holidays

b. A cadet who takes a visitor to a meal will notify the Mess Hall Corporal at the door that he has obtained authority for his visitor. Unless entertaining the visitor officially for the Corps, the cadet will sign a charge slip for each visitor for each meal.

c. The Corps is called to attention in the Mess Hall when a visit is made by the Superintendent, the Commandant of Cadets, the Dean of Studies, or by a distinguished person not on duty with the school. The same procedure will be followed when he leaves the Mess Hall before "Company Rise" is given.

9.17 Special Foods - a. Cadets should not ask any Mess personnel for any special menu in the Mess Hall. All cadets should be served with the same kind of food in sufficient quantity.

b. Special foods sent by parents or relatives to cadets should not be served in the Mess Hall unless there is a sufficient quantity for all cadets to be served equally; in which case, the cadet concerned should give the food to the Mess Officer for preparation and serving.

c. Cadets are discouraged from asking any kind of food or dish from their parents, relatives or friends.

d. In cases when a cadet is allergic to some food served in the Mess Hall, he should inform the School Physician in order to get special attention and diet.

10 - GYMNASIUM

10.01 All cadets will conform to Gymnasium Regulations, to be issued by the Office of the Director, Physical Education, BMI.

10.02 Hours for Exercise - Cadets may visit the gymnasium anytime during Release from Quarters, daily; on Saturdays from immediately after inspection to 1800H; on Sundays and Holidays from 0900 to 1200H and from 1300H to 1730H.

10.03 Injuries - Injuries incurred during instructions will be reported at once to the Instructor in Charge.

10.04 Uniform - Cadets will habitually wear the authorized athletic clothing when exercising in the gymnasium for any purpose.

10.05 Handling of Equipment - Handling of athletic equipment shall be in accordance with instructions by the Director, Physical Education, BMI.

11 - "ALL IS WELL"

11.01 The report "All Is Well" means:

a. From an Assistant Floor Inspector: That he has inspected his floor at the time and in the manner prescribed; that during his inspection all cadets were present or accounted for; and none were visiting without authority; or that all violations of the foregoing have been duly reported to the Floor Inspector.

b. From a cadet outside his room or crossing a sentinels' post: That he is going, or has been on an authorized visit and nowhere else; that he has observed or will observe the regulations relative to gambling, hazing, limits and liquor.

c. From any occupant of a room at any inspection (except lost articles and Taps inspections): That all absentees and all visitors are authorized and that lights, if on, are authorized.

d. From a cadet at an inspection for lost property: That he has inspected his own and other similar articles in his possession; that the lost property is not in his possession; and that he has no knowledge concerning it; or that he has personally returned the property to its rightful owner.

e. From a cadet entering or leaving the Mess Hall individually: That he has authority to enter or leave individually and that any guest accompanying him is authorized.

f. From a Mess Hall Corporal: That all cadets entering or leaving the Mess Hall individually by the door at which he is posted reported "All Is Well" and no other person entered without proper authority; or that all violations of the foregoing will be duly reported to the proper authority.

g. From the sentinel (Barracks): That he has inspected in the prescribed manner all rooms in his floor and that all cadets were present or accounted for; that no unauthorized persons have entered or left the floor and that all cadets have reported "All Is Well" on their departure or return; or that all violations of the foregoing have been or will be duly reported to the proper authority.

h. From any occupant of a room at Taps Inspections - That all absentees and visitors are authorized; all lights, if on, are authorized; that all bunks except those belonging to cadets authorized by para 8.09 (a) are fixed for sleeping and that all cadets except those cadets otherwise authorized are in bed.

11.02 a. A cadet is bound to report himself for any violation of "All Is Well".

b. In the event an emergency arises wherein common sense dictates that a cadet should violate his "All Is Well", he will take the indicated action, report himself, and submit an explanation of the circumstances to his Tactical Officer.

11.03 No other "All Is Well" will be asked for or given. The All Is Well" will not be used away from the Institute unless required by proper authority.

11.04 The "All Is Well" will not be required at any room inspections until after the last note of taps, tattoo, or assembly for call to quarters.

11.05 A cadet in inspecting his possession for lost property, will not necessarily inspect items in the trunk room or other places outside of his room if he is reasonably certain that he does not have the property. However, should he later find that he did have the lost property at the time the inspection was made he would have violated his "All Is Well".

11.06 When an "All Is Well" is given, it applies to conditions existing at the time said "All Is Well" was asked for, and not at the time when it is given.

11.07 Signature - a. A cadet's signature, or whenever used by his authority, will be binding on the cadet. When signing for another cadet, signature will be followed by the initial of the signer.

b. When taking advantage of privileges authorized in these regulations, such as dining permits, socials, etc., a cadet's signature in a departure book has the same significance as an "All Is Well" from a cadet outside his room or crossing a sentinel's post, and certifies as to the correctness of all entries.

c. When signing out in all other cases, such as for trips away from the post, entering or returning from the hospital, etc., a cadet's signature in a departure book simply certifies as to the correctness of all entries.

12 - CALL TO QUARTERS

12.01 Period of Call to Quarters - a. Daily except as otherwise prescribed:

1. From Reveille to First Call for breakfast, and from morning Call to Quarters until First Call for lunch.
2. From Call to Quarters after lunch until Recall from the last regularly scheduled instructions in the afternoon.
3. From evening Call to Quarters until Reveille.

c. Periods not expressly designed as "Call to Quarters" will constitute "Release from Quarters"

d. Visiting During Call to Quarters - A cadet is "visiting" when, after going to a room other than his own, he opens the door, or enters the room, or talks with its occupants. The act of leaving his room and going to another is essential; the act of entering the room is not. Casual greeting, in itself, is not visiting.

12.02 Restrictions - a. During call to quarters cadets will be in their rooms except when required for duty or authorized to be elsewhere.

b. Cadets must preserve silence in barracks except when Saturday evening privileges are authorized.

c. At assembly for evening call to quarters, rooms will be inspected to verify presence of cadets.

12.03 Leaving Room During Call to Quarters - a. A cadet may leave his room during Call to Quarters for any authorized purpose by properly accounting his absence on the Absence Card. The following formations or places are those at which cadets are required for duty or to which they are authorized to go during Call to Quarters.

1. Class or other authorized formations
2. Barber Shop, Post Tailor, Cadet Store
3. Dispensary (Physician or Dentist) by permission or appointment
4. Sinks, Bathrooms, Bulletin Boards
5. Cadet's Club Room as authorized by the Officer in Charge

6. When directed in an emergency to report at a designated place by an Officer
7. To take advantage of an authorized privilege
8. To the office of the different departments on official business.

b. When Saturday evening privileges are in effect, cadets are authorized to visit the following from immediately after inspection following evening Call to Quarters until Tattoo:

- (1) In Barracks, the Library, Class Clubs
- (2) Friends or relatives at Visitor's Room or at Officer's Quarters in the Post.

c. Except in emergencies or when specifically authorized to be absent, at the sounding of Call to Quarters, cadets shall at once repair to their rooms. This applies to all days of the week and only those cadets who have signed out in the company departure book for dining permit or special privileges on Saturday, evening preceding holidays, may be absent.

13 - LEAVE OF ABSENCE

13.01 Type:

(1) Christmas leave	(3) Sick leave
(2) Week-end leave	(4) Emergency Leave

13.02 General Rules - a. Application by a cadet for a leave of absence will be made on the prescribed forms.

b. Cadets on leave will not enter the post or camp without obtaining prior permission from the Commandant of Cadets in each instance and while in the post will conform to the usual customs governing cadets.

c. Cadets who, for any reason, fail to take advantage of an approved leave will endorse this fact on their leave request and submit it without delay to the officer specified in the instructions appearing on the leave form.

d. Cadets will report promptly every change of address while on vacation and on Christmas leave, sick, or emergency leave.

e. In calculating the length of a leave, the day of departure will be a day of leave, the day of return a day of duty. Day begins and ends at midnight; but when the authority for leave fixes a definite time of return, cadet must have returned to duty by that time.

f. An approved leave blank will be retained in possession of cadets until return. In the case of emergency leave blanks, one copy will be left with the Officer in Charge.

g. Cadets will sign out in company departure book only, giving complete address.

h. A cadet returning from week-end leave will return to the Orderly Room, sign in, file it with the Cadet in Charge of Quarters and report his return in person to the Cadet Company Commander prior to assembly for dinner formation. Cadets returning from emergency leave will complete the leave form in the Office of the Officer in Charge.

i. Cadets who are going on leave can not ask or withdraw money from the S4 unless they have previous deposit as their emergency funds. They are therefore encouraged to make the necessary deposits in order that they will have money enough to defray the expenses that may be incurred during the leave.

j. Late Reporting for Duty - Each case will be considered on its merits, taking into considerations the circumstances accounting for the delay. Adequate and timely travel arrangements by the cadet, regardless of the mode of travel, will be the determining factor in whether or not disciplinary action is warranted.

13.03 Leaves and Vacations - Leaves and vacations will be granted under such regulation as the Superintendent will direct.

14 - LIMITS

14.01 Cadets are not allowed beyond the immediate premises of the Institute reservation without specific permission, unless when on official business. All other roads, grounds and buildings outside the perimeter of the reservation, unless specifically excepted, are "off limits" to cadets.

14.02 All buildings and adjacent premises and inclosures within cadet limits are "off limits" except those listed below, and as otherwise provided for by para 15.14 b.

a. Officers quarters and grounds when invited or sufficient notice to the officer concerned is made.

b. Academic building -- only when on official business

c. Administration building -- only on official business

d. Cadet Supply Room, Post Tailor -- only on official business

e. Tactics building -- only on official business

f. Gymnasium, Cadet Store, Post Barber -- only on official business

g. Library -- as authorized by para 15.13

h. Post Guard House -- only on official business

14.03 Escorting Limits - Cadets while escorting may enter a building where the escorted guest lives in order to escort such guest to and from a general entertainment provided further that such action is limited only to a courteous gesture of an invitation; and provided further that it will not jeopardize the time schedule of the entertainment and/or the time allotted for escorting.

14.04 Automobile Limits - Cadets may ride in automobiles or taxis within the City of Baguio when authorized.

14.05 Superintendent's Quarters - Cadets may visit the Superintendent's cottage at any reasonable hour during release from quarters.

15 - RECREATIONAL AND SOCIAL PRIVILEGES

15.01 General Provisions - a. Before taking advantage of any privilege, a cadet will familiarize himself with the authorizations and limitations pertaining thereto. He will take no undue advantage of any privilege.

b. Privilege other than those appearing in this section may be granted at the discretion of the Commandant of Cadets.

15.02 General Entertainment - The term general entertainment defines any entertainment of a general in nature sponsored by the BMI that is attended by all or a large number of the Corps during release from quarters, or when Saturday evening privileges are in effect.

15.03 After a General Entertainment - a. Upon the completion of an evening general entertainment, all cadets will leave the place of entertainment as soon as practicable.

b. Cadets will be authorized one (1) hour to sign return after the completion of an entertainment, or, in case of early departure, after leaving the entertainment.

15.04 Saturday Evening Privileges - a. The recreational and social privileges extended to cadets on Saturday evenings and evenings preceding holidays will be referred to as "Saturday Evening Privileges." Advantage may be taken of any authorized privilege or combination of authorized privileges on Saturday evenings by any cadet entitled to them. Such cadets may be absent from their rooms at room inspections up to the termination of their privileges, provided such absences are accounted for.

b. The hour terminating any privilege is the hour by which a cadet will have signed his return to barracks or will have arrived at the place of some other privilege having a termination.

c. No cadet will leave his room after Taps to take advantage of any Saturday evening privileges.

15.05 Limitations of Privileges - a. Cadets serving confinement shall not avail of any privilege.

b. Any cadet who is deficient even in one subject only is discouraged for applying for any privileges or leave unless on an emergency.

c. A cadet who applies for any privilege is understood to have no duty to perform during the period of privilege applied for.

d. Cadets on leave or on privilege should observe strictly the termination time of their privileges.

e. Only the Superintendent can extend the time of leave or privilege of a cadet while he is already out of camp on the said leave or privilege.

f. All requirements for leave as contained in the Cadet's Leave or Privilege form should be complied with before a cadet submits his application for necessary action.

15.06 Automobile Privileges - Automobiles will not be operated by cadets while they are in uniform except as authorized by the Commandant of Cadets.

b. BMI vehicles will not be operated by cadets.

c. Cadets may use taxis or garages or privately owned cars while they are in uniform. At no time will a cadet ride a passenger bus while he is in uniform.

15.07 Dining Privileges - a. Upon invitation, cadets not performing duty or undergoing punishment may dine with officers or instructors residing in the Post, with relatives or friends residing in Baguio at their residence or at places authorized by current memoranda, as follows:

1. Evening meals on Saturdays and evenings preceding holidays

2. Noon meals on Sundays and Holidays

b. If a combination of privileges is to be taken, entries will be made accordingly in the DP Form and in the Departure Book.

c. A cadet taking advantage of a dining permit will return on time for the next duty.

d. Cadets will apply for a dining privilege in the BMI prescribed form and submit the application 24 hours in advance. All approved applications will be submitted to the Cadet Guard Room before departure.

e. Cadets will wear the prescribed uniform while out on privilege or on official business in Baguio, except when authorized by the Commandant of Cadets.

15.08 Visiting in Barracks - Cadets may visit other cadets in barracks as follows:

- a. During Call to Quarters
 - 1. On official business
 - 2. When coaching or being coached for deficiency in studies (with permission from the Officer in Charge)
 - 3. After Tattoo inspection until Taps as authorized by the Company Tactical Officer
- b. During release from quarters
- c. While Saturday evening privilege are in effect until Tattoo

15.09 Escorting - Escorting is defined as riding in an automobile with, walking with, or holding an extended conversation with visitors in the camp.

- a. Cadets may escort as follows:
 - 1. Any time they are free from duties within defined limits.
 - 2. Before and after a general entertainment from and to guest's residence in Baguio.
 - 3. To and from a show privilege combined with dining.
- b. Cadets may escort or entertain visitors in the prescribed uniform.

15.10 Cadet Dances - a. New cadets may not attend cadet dances until after declared proficient in social graces.

- b. Dances shall not be considered a duty unless otherwise specified.

15.11 Radio, Radio-Phonographs - Radios, radio-phonographs or phonographs will be of the small table type. Cadets may not have more than one of such article per room.

15.12 Reception Room - a. Cadets may visit guests in the Reception Room during release from quarters and when Saturday evening privilege is in effect until Tattoo.

b. During Call to Quarters, or in confinement (special, ordinary, or sick), a cadet may see an unexpected visitor with the permission of the Officer in Charge.

15.13 Library - Cadets may visit the library any time that they are free.

15.14 Visits on Post - a. Cadets may visit the quarters of the officers in the Post during release from quarters and when Saturday evening privileges are in effect until Tattoo. During call to quarters, cadets may visit quarters of officers only with specific permission from the Officer in Charge.

b. Cadets may be visited at the Post Dispensary any time during release from quarters as long as this is not in conflict with specific instruction from the School Physician.

15.15 Picnics - a. Cadets may attend picnics in camp or in authorized places in Baguio.

b. Applications for picnics should be submitted 24 hours before the privilege. No picnic permits will be approved for less than 5 cadets. The Superintendent may assign an Officer as a chaperone if he deems it advisable.

15.16 Smoking - Smoking is only extended to collegiate cadets. Cadets in the high school are prohibited to smoke except when authorized by the Superintendent.

a. Cadets will not:

1. Smoke on roads or sidewalks
2. Smoke cigars or pipes outside of barracks

b. Smoking by cadets in barracks will only be confined inside their rooms or sinks, in the vicinity of their tables, if a member of the Guard.

c. While away from the Post and in uniform, cadets will conform to the spirit of the regulation governing smoking. They will not smoke in movie houses or in places as would invoke criticism of the Corps of Cadets, or would render them impolite or conspicuous

15.17 Inviting Privilege - a. Cadets may invite relatives and friends in Baguio City to any cadet affair in camp as those enumerated below as directed by the Company Tactical Officer.

1. Cadet Dances and Frolics

2. Programs taken in the nature of general entertainment held in the camp

3. Whenever specifically authorized by the Commandant of Cadets

b. A cadet taking advantage of an inviting privilege is not excused from any duty.

c. A cadet is given a maximum of 2 hours while on inviting privilege.

15.18 Show Privileges - a. Cadets not performing duty or undergoing punishment may go to any movie house in Baguio as follows:

1. Saturday afternoons

2. Evenings preceding holidays

3. Holidays

b. Show tickets will be procured from the Cadet Store

c. Cadets will go and return from show in formation

d. Cadets are not permitted to sign on credit for movie tickets in town.

15.19 Dancing - Cadets may attend dances and parties in private homes only. This privilege will be treated as a Picnic Privilege.

15.20 Combination of Privileges - The following combination privileges are authorized:

1. Dining Privilege combined with the show, escorting and dancing or picnic privileges. The place for dancing or picnic privilege, if applied for should be the same for dining privilege.

2. Visiting privilege combined with show and escorting privilege.

16 - ABSENCES AND FORMATIONS

16.01 Calls - The schedule of calls will be scheduled in current memoranda.

16.02 Fire Call - Fire call will be sounded repeatedly on the bugle and a series of 2-second rings on the bell continued for approximately two minutes.

16.03 Cadet in Command - In certain special cases the cadet in command of all formations will be determined in detail. In all other cases, the senior cadet present for duty at the formation of any group will command. He will be responsible that the formation is conducted in a military manner.

16.04 Attendance Check - An attendance check and report will be required at all formations. Late cadets and absentees will be reported to the guard.

16.05 Reforming and Dismissal - Unless otherwise specified, groups will always be reformed after any duty and marched back to the place of dismissal. Exception to this: only in cases when cadets are allowed to leave individually.

16.06 Cadets Excused from Marching - A cadet who is required to attend any duty to which he would normally march, but who is excused from marching by the School Physician, will proceed as follows in attending a duty:

1. If the formation for duty is a company formation, the cadet will report to the First Sergeant at the place of formation at assembly, then proceed individually to the place of duty. Upon the completion of the duty, he will again report to the First Sergeant prior to dismissal.

2. In other cases he will report first to the Officer of the Day before he will proceed to the place of duty.

16.07 Absent in Formation - A cadet absent in formation after the formation has marched off will first report to the Officer of the Day before going to the place of duty.

16.08 a. Only the Superintendent or the School Physician can excuse a cadet from any duty. Only the Superintendent can call off a prescribed duty.

b. A cadet will be declared absent from duty when he does not join before the duty ends, and absent from a ceremony if he does not join before Adjutant's Call.

c. A cadet is late in formation if he is not in his proper place at the last note of assembly.

d. When a cadet fails to report all absentees from a formation, he will correct the report to the Guard at the first opportunity.

e. When a cadet is excused from inspection in ranks, he will display his arms and equipment at room inspection of the same day.

f. Cadets excused from any ceremony may not observe that ceremony.

16.09 Absence Card - a. Any authorized absence of a cadet from his room during call to quarters must be accounted for on the cadet's absence card.

b. During release from quarters, cadets in sick, ordinary, or special confinements will record their absence as though it were Call to Quarters.

c. Entries on an absence card are considered official statements that the cadet's absence is authorized and for the purpose indicated.

16.10 Departure Books - a. Cadets will sign their departure and return in the Company Departure Books as follows:

1. When going on leave or vacation
2. When taking advantage of any privilege outside of the school
3. When being admitted or discharged from the hospital as a patient
4. On special occasions to be announced by the Department of Tactics

b. Entries will be accurate to the minute basing upon the official time.

c. These are official statements that the cadet is going to the places indicated and nowhere else.

d. A cadet will be responsible that he is properly signed out before he leaves, except when the Guard is required to sign out for him.

e. If he violates his indicated entry, he must report himself to his Company Tactical Officer upon return.

17 - SICK

17.01 General - A cadet will go to the Dispensary for examination, consultation, or treatment as follows:

a. At Sick Call

1. He will report to the Cadet in Charge of Quarters any time before breakfast to have his name entered in the Sick Book. The Sick Squad will be formed in front of the Gymnasium at Sick Call. Cadet Officers, First Sergeants and Supply Sergeants will be excused from the formation of the sick squad and will proceed individually to the hospital.
2. If a cadet is detained at the hospital at sick call so that he will be late for classes, he will ask the School Physician for an "Individual Absence Slip" and see that it is properly filled up before leaving the Dispensary.

b. In Emergencies

1. Unless prevented by the seriousness of his illness, a cadet will mark his Absence Card and obtain an Individual Absence Slip from the Officer in Charge. Upon his return from the Dispensary he will complete his Individual Absence Slip as indicated.
2. Whenever a cadet accompanies another to the Dispensary he will turn him over to the School Physician and return immediately to his duty.
3. Any cadet who fails out at a ceremony because of sickness will be sent directly to the Dispensary. He will be so reported.
4. In the event of a serious injury on a cadet, the Officer in Charge should be notified immediately.

c. By Appointment

1. Except in cases of emergency, dispensary appointments will not be made in conflict with academic written examinations.
2. A cadet will obtain from the School Physician an Individual Absence Slip at the time his appointment is made, complete the Individual Absence Slip and sign in upon return.

17.02 Excused from any Duty - a. Any exemption from duty by the School Physician must be shown in the Individual Absence Slip.

b. When a cadet is excused by the School Physician from all formations the cadet will automatically be in sick confinement. During meals, he will be present at the door of the Mess Hall in time to enter the Mess Hall before the Corps.

c. A cadet "excused from athletics" will attend the physical training class but will not indulge in manual exercises.

d. When a cadet is excused from any duty, he will report for Sick Call the next day, except when the Physician enters on his Individual Absence Slip "Excused from sick call until (date)".

e. Cadets excused from drill and athletics but are not excused from academic duties will attend military instructions of a nature that requires no physical exertion.

17.03 Sick in Confinement - a. Sick in confinement will restrict a cadet to his room, except to go to the sink for proper purposes, and to attend meals in the Mess Hall. Cadets in sick confinement will however attend all scheduled duties from which they are not specifically excused.

b. Cadets in sick confinement will be inspected by the Cadet in Charge of Quarters. Absence cards must account for all absences.

c. Cadets in sick confinement may not serve punishment tours or ordinary confinements.

17.04 Admission of a Patient - a. A cadet who at any time is admitted to the dispensary will, if he is allowed to return to barracks for his personal belongings (textbooks, bathrobe, slippers, pajamas, laundry bags, toilet articles), mark his absence card.

b. If not allowed to return to barracks, the cadet will notify the Officer of the Day of the admission, or request someone at the dispensary to do so. The cadet may also arrange for someone to telephone the guard room for his personal belongings.

17.05 a. Cadets will fill out and submit an Individual Absence Slip for each appointment outside the area of barracks.

1. When a cadet receives an Individual Absence Slip notifying him of an appointment, he will complete the slip as prescribed below.

2. When a cadet is notified by official orders, daily bulletin or other memoranda, that he has an appointment, he will at the end of his appointment, submit a complete Individual Absence Slip, indicating as his authority "HQ, BMI". Physical examinations, dental surveys, and immunizations are not considered appointments unless so stated.

3. Cadets will be held responsible that all data on the dispensary section of the Individual Absence Slip has been properly filled out at the dispensary and that the slip has been presented to the School Physician for signature.

b. Cadets will fill out and submit an Individual Absence Slip when reporting to the dispensary at the time other than sick call.

c. Individual Absence Slips will be filled out and submitted as follows:

1. Cadets will complete the form to include initials.
2. On the following circumstances, individual absence slips shall be presented to the Cadet Guard for the latter's signature before delivering them to the Cadet in Charge of Quarters.
 - (a) When cadets are excused from duty
 - (b) When cadets in the sick squad return from the dispensary after assembly for the first scheduled duty in the morning. (Refer to 17.01 a, 2)

18 - CHAPEL

18.01 General - a. Attendance at chapel is a part of cadet's training. No cadet will be exempted.

18.02 Catholic Chapel Service - a. Cadets will be formed for Catholic service in company formation.

b. All cadets attending chapel, except those having duties to perform in connection with the service, will sit with their respective companies.

c. Cadet chapel ushers shall be designated by the Company Commander and shall perform such duties as desired by the Chaplain. They shall proceed to the chapel individually before the start of the service and perform their duties. After the termination of the service, they will join breakfast formation.

18.03 Catholic Service Other than Sundays - During Holy Days of Obligation, cadets shall be marched direct to the Chapel immediately after report for reveille has been rendered. Uniform for chapel shall be prescribed by the Officer in Charge.

18.04 Religious Confession - Confession shall be held during Saturday afternoons, during Saturday evenings up to Tattoo, or before mass is served. The latter form is discouraged.

18.05 Other Chapel Squads - a. Company First Sergeants will list the names of non-Catholic cadets with their religious affiliations and submit their names to the Department of Tactics which will arrange for their chapel services in Baguio City.

b. The separate chapel squads will proceed to their respective chapels in Baguio City in time to attend one regular service and return to the Post upon completion of the service.

19 - FIRE REGULATIONS

19.01 Notification - A cadet who discovers fire anywhere in or near the barracks will notify at once the Officer in Charge, or in his absence, the senior member of the guard present.

19.02 When the Officer in Charge is present, he alone may authorize the sounding of fire call; otherwise the decision rest with the senior member of the Guard present.

19.03 Fire Call - Fire call will be sounded repeatedly by bugle. A series of 2-second rings on the Post bell will be done by the guard and continued for two minutes.

19.04 Procedure When Fire Call is Sounded - a. Except as otherwise provided for below, all cadets will proceed immediately to the areas of barracks, form as for reveille, and await orders.

b. The Officer of the Day will immediately inspect the barracks, proceed to the highest numbered room thereat, taking the rooms in order, require all cadets to precede to the area of assembly. The inspection will include the sinks and bathrooms. Upon completion of the inspection, the Officer of the Day report to the Officer in Charge for absences.

c. All cadets will arm themselves with any water container available. No unnecessary noise will be made.

20 - SERVICE FACILITIES AND SUPPLIES

20.01 Barber Shop - Cadets will patronize only the barbershop in Camp.

20.02 Cadet Store - Cadets may visit the Cadet Store anytime it is opened for business.

20.03 Supplies - a. The BMI, through the Supply Officer, will issue all supplies that a cadet is entitled to. All School properties will be signed for by cadets on a Memo Slip.

b. Cadets will be responsible that all personal belongings will be marked properly with their names, serial numbers, or laundry numbers.

c. Automatic Issue - When all or a majority of the cadets are required to have an article, it will be issued automatically without requisition.

d. Special Requisition - Submitted on regular BMI prescribed form in three (3) copies thru the Company Tactical Officer. All requisitions for the re-issue or replacement of articles of clothing will be made on this form.

20.04 Cash - Cadets may not hold cash except when specifically authorized. Cash received from home or from any other source shall be deposited with the Treasurer, BMI, immediately upon receipt. Cash left unspent upon return from trips will likewise be deposited with the Treasurer, or in his absence, with the Officer in Charge immediately upon return.

20.05 The Treasurer, BMI, or any authorized Tactical Officer will not be held responsible for lost cash not otherwise reported to them.

20.06 Laundry - a. Cadets will send laundry clothing according to published schedule.

b. Articles sent to the laundry will be placed on a laundry bag with a laundry list properly made out. Cadets will retain a duplicate laundry list until the return of the laundry. Laundry bags will be deposited near the Or- derly Room before breakfast of the scheduled day.

c. Cadets will be charged for laundry on a flat rate basis. The maximum number of pieces per bundle will be prescribed in current memoranda.

d. Clean laundry will be claimed before evening call to quarters on the day it is delivered. It will be folded and placed in the prescribed places before the next morning inspections.

e. A cadet receiving articles from the laundry belonging to another cadet will return the article to the owner or to the Cadet Officer of the Day.

f. Any laundry complaint will be made to the Cadet Officer of the Day who will in turn report the matter to the Supply Officer, BMI for proper action.

20.06 Mail Matters - a. Outgoing -- All outgoing mails will have a return address; cadets may go to the mail boxes in barracks any time between reveille and taps.

b. Incoming

1. Special delivery letters and registered mails and parcels shall be signed for by the Officer of the Day from the Administration Office, BMI. These letters shall be delivered personally by the Officer of the Day to the cadets concerned.

2. Ordinary Mails shall be taken from the Guard Room by the de- signated Mail Orderlies after noon mess and delivered to the addressee in person. All other cadets are not authorized to get their mails in the Guard Room.

3. The Cadet Officer of the Day will deliver mails of cadets con- fined in the dispensary.

4. Cadets will advise correspondents that all mails sent to them shall be addressed similarly as follows:

Cadet Juan dela Cruz, Co A
Baguio Military Institute
Baguio City

No other designations are necessary.

20.07 Telephones - A. General -- Cadets may use the telephone not to exceed five (5) minutes at any one time:

Company orderly rooms

Cadet guard room

Any other place with proper authority

b. Local Calls -- Cadets must not receive or send unofficial local calls during call to quarters except when in emergency.

c. Incoming Long Distance Calls -- Cadets, who are not on duty, may receive long distance calls. When a cadet is not available, the calling party will be notified at what time the cadet is available. Cadets should notify their friends to call them over person-to-person rather than station-to-station calls.

21 - UNIFORMS

21.01 Uniforms shall be worn as prescribed by memoranda.

21.02 Clothing and equipment will be kept clean and worn in a manner so as to present neat appearance at all times.

21.03 Cadets will not lend articles of clothing or equipment without permission, except raincoats which can be lent to visitors during inclement weather.

21.04 Jewelry -- Upperclass cadets may wear one watch, one ring and an identification bracelet only. No new cadet will be authorized to wear any form of jewelry until after the July 4th parade.